

Upgrade from 1 Year to 5 Year Application Checklist

- ☐ If required, have you submitted your fingerprints through Fieldprint?
- ☐ If required, have you scanned any documentation to upload into the Conduct and Competency questionnaire?
- ☐ Have you scanned your transcripts into a file that is 2MB or smaller and reviewed the scan to ensure it is legible OR submitted your PDP verification through either QEI or WECAN?
- ☐ Have you created a WAMS ID through the WAMS Self-Registration?
- ☐ Have you onboarded and found your licenses?
- ☐ Do you have a credit card or pre-paid credit card?
- ☐ Does your license expire this calendar year?

WHEN YOU CAN CHECK OFF EVERY BOX, YOU ARE READY TO SUBMIT YOUR APPLICATION. YOU WILL RECEIVE AN EMAIL NOTIFICATION ONCE THE PROCESSING IS COMPLETED, AT WHICH TIME YOU MAY LOG BACK IN TO PRINT A COPY OF YOUR LICENSE. DPI NO LONGER MAILED OUT LICENSE CERTIFICATES.

Option 1: Upgrade with PDP

■ Manage Your **EXISTING LICENSE(S)**

An application against an existing license is **only required when the license expires this calendar year**. See [directions](#) for important details.

Administrator: Professional Educator Administrator 1 Year #2001007907	Administrator: Upgrade Professional Educator license to 5 year license - With PDP [6003] ▼	Go!
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Option 2: Upgrade with credits

■ Manage Your **EXISTING LICENSE(S)**

An application against an existing license is **only required when the license expires this calendar year**. See [directions](#) for important details.

Administrator: Professional Educator Administrator 1 Year #2001007907	Administrator: Upgrade Professional Educator license to 5 year license - With Credits [6103] ▼	Go!
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